



Dania Beach Electronic Submittals

A permit application needs to be completed, along with the corresponding upfront fee (when applicable) before accepting the submittal for review.

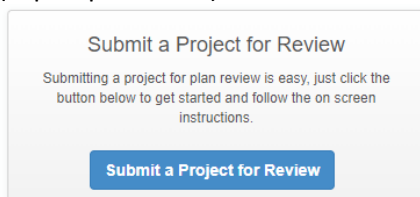
Once the initial requirements are met, the Building Department will assign a Permit Number to the Applicant, who will need to include this number in the name that will be used at the time of the submittal upload.

The Applicant will need to **Sign Up** to CAP-EPR (Electronic Plan Review) system through the following link:

[CAP Government \(idtplans.com\)](http://cap.idtplans.com)
(cap.idtplans.com)

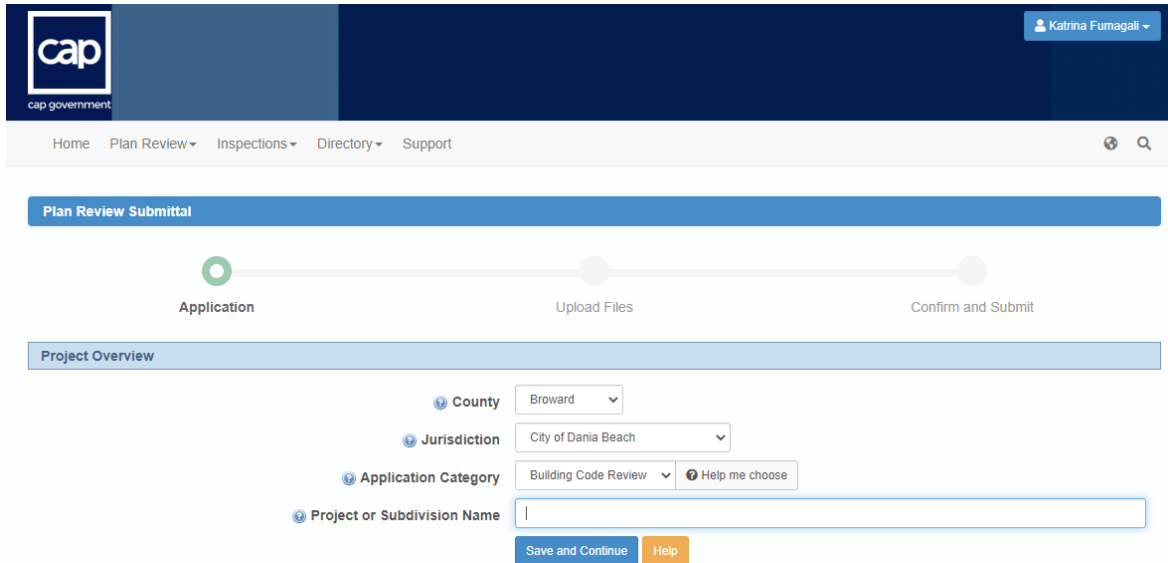
After registration is complete, then the Applicant selects the option: “Submit a Project for Review” from the same link:

[CAP Government \(idtplans.com\)](http://cap.idtplans.com)
(cap.idtplans.com)



The Applicant will need to provide PDF document files, electronically or digitally signed and sealed for review. For larger projects having files with too many megabytes, it is recommended to have them separated by disciplines. The Applicant may create individual binders per discipline: Architecture, Structure, Electrical, etc., and separately, the specifications, calculations, zoning letter and reports. All drawings are required to be landscape oriented.

A step-by-step process will guide the Applicant through the complete submittal process:



Once this is complete, the Applicant will receive a confirmation email for the specific submittal. Once the review cycle is complete, if it is rejected, a **Comment Letter** is issued and the Applicant along with the City are notified, and the comments become available on the online platform to be responded as part of the corresponding resubmittal including revised documents. If the project is approved, then an **Approval Letter** is issued with instructions to provide final documents for electronic stamp. Physical Stamped Documents shall be provided to the City of Dania Beach, signed and sealed by the professionals of record.